

Information Technology Advisory Board

AUGUST 28, 1996

Meeting Minutes

ATTENDEES:

Rick Moore, Chair	Joyce Backes	Mike Benzen
Matt Blotevogel	Sean Curry	David Finch
Jan Grecian	Gina Hodge	Jim Latteman
Don Lloyd	George Marshall	Lyndon Mote
Chris Mueller	Jim Myers	Liz Palazzolo
Rex Peterson	Richard Pierce	Ron Pinkham
Jim Poole	Betty Rottman	Larry Seneker
Bruce Vieweg	Gerry Wethington	Mary Willingham

OPENING REMARKS

Rick Moore called the August 28, 1996 ITAB Meeting to order at 8:35 a.m. in the Interpretive Center at the Secretary of State's Office, 600 West Main Street, Jefferson City, Missouri. Rick opened the meeting welcoming everyone. Rick Moore asked Joyce Eveler to schedule a time for Mike Benzen, Gerry Wethington, Lew Davison and himself to meet and discuss the selection of a new ITAB vice chairperson for 1997.

APPROVAL OF MINUTES

1. Approval of the July 31, 1996 Information Technology Advisory Board Meeting Minutes

Rick asked for additions, deletions or corrections to the July 31, 1996 ITAB Meeting Minutes. There were no changes. The minutes stand approved as written. Rick thanked Jan Grecian for her assistance in reviewing meeting minutes.

ACTION REQUIRED: None, informational.

GENERAL BUSINESS

1. CIO Issues (Mike Benzen)

A. Oracle Contract

Mike Benzen reported that he met with the vice president of Oracle who said that their pricing structure had changed. Mike discussed negotiations with Oracle. Mike stated that an Oracle representative will meet tomorrow, August 29, 1996, with Lew Davison and probably himself. Mike stated he does not know when the Oracle contract will be complete. Mike will keep the group updated on this issue.

ACTION REQUIRED: None, informational.

B. Draft Employment Contract for Training

Mike stated that Karen Winn has forwarded a draft employment contract for training to the Office of Information Technology (OIT). Jan Grecian will forward a copy of the draft to agencies. Mike

reviewed the history and reasoning for the draft employment contract for training. This contract will be optional, but interested agencies need to develop a policy for issues such as employee

transfers within state government, etc., to promote consistency throughout the state. Mike asked interested agencies to contact the OIT for development of a proposed policy for approval by the ITAB.

ACTION REQUIRED: Agencies interested in this issue should contact the OIT for development of a proposed policy.

C. Software Standards

Mike reported that Chris Wilkerson is now in charge of this project and that once they award the Prime Vendor contract, the project will continue. Mike and Chris Wilkerson will update the ITAB at the next meeting on this issue.

ACTION REQUIRED: None, informational.

D. FOCUS Contract

Mike reviewed the history and status of the FOCUS contract. This contract will be for three years and \$3,000,000. Mike cautioned agencies that the fee for parallel sysplex is heavy. Mike asked for objections and comments. They noted none.

ACTION REQUIRED: None, informational.

2. Year 2000 (Ron Pinkham)

Ron Pinkham distributed a handout with the Year 2000 Subcommittee recommendation that all dates use a four (4) digit year (CCYY) as a statewide standard. Ron asked whether attendees had questions or comments with this recommendation. The ITAB agreed to this standard. Ron urged attendees to review the RFP, which is on the Internet. They have also included a contract amendment in the RFP. This bid should close around September 15, 1996. Gerry Wethington stated that the Evaluation Committee has scheduled meetings on September 17 and 18, 1996, and they hope to award the contract on September 19, 1996.

Ron Pinkham reported that the Subcommittee has discussed the PC issues relating to the Year 2000. Ron urged each agency to evaluate their own PC issues and forward cost estimates to him for inclusion in the decision item.

Mike Benzen stated that the Governor's Office has decided that the ITAB should forward one (1) statewide decision item for Year 2000 issues.

ACTION REQUIRED: Agencies are to evaluate their own Year 2000 PC issues and forward cost estimates to Ron Pinkham for inclusion in the decision item.

3. Data Center Consolidation (Gerry Wethington)

Gerry Wethington reported that the Steering Committee will now be a subcommittee of the Consolidated Data Center Steering Group. The subcommittees have completed their

work and John Backes has drafts of their reports. The Steering Committee will meet on August 30, 1996, to finalize issues associated with personnel changes because of the consolidation. The Steering Committee would like to change the name from the State Data Center to another name. The Implementation Team includes Tom Stokes, Dave Schroeder and John Backes.

ACTION REQUIRED: None, informational.

4. Prime Vendor (Ron Thomas)

Mike Benzen stated that the Evaluation Committee hopes to have all pricing done today. They should award the Prime Vendor contract by September 6, 1996.

ACTION REQUIRED: None, informational.

5. ATM Project Update (Gail Wekenborg)

Mike Benzen gave a brief overview of the MAN and the ATM projects for new attendees. Mike deferred the current update. Bill Mitchell requested that a Network Consolidation Study become a standard agenda item. Attendees agreed.

ACTION REQUIRED: Joyce Eveler will include "Network Consolidation Study" as a standard agenda item for the ITAB.

6. Personnel Committee Recommendations (Joyce Backes)

Joyce Backes reported that the Personnel Committee is working on several issues:

A. The Jefferson City Coalition includes representatives from GTE, Central Bank, the state of Missouri, and the Jefferson City Chamber of Commerce. Jan Grecian and a representative from GTE are the co-chairpersons of this group. Agencies should have returned the survey regarding this issue to Jan Grecian. Once the group has reviewed the survey results, an area and city wide survey will be forwarded to potential employees in the fall to determine interest.

B. Staff is working on statewide recruitment brochures and coordinating career days at colleges and universities. The brochures should be ready by the end of October.

C. Larry Seneker should have a system demonstration at the September ITAB Meeting, which will capture new hire and termination information.

D. Joyce is working with Office of Administration (OA), Personnel on the aptitude testing. The Department of Revenue is beginning to conduct proficiency testing.

E. The group is reviewing internships with state and non-state colleges and universities.

F. The Information Technology Education Advisory Committee (ITEAC) is reviewing training issues.

ACTION REQUIRED: None, informational.

7. Information Technology Education Advisory Committee (Jim Roggero)

Jan Grecian reported that through OA, Data Processing and Telecommunications, ITEAC is requesting general revenue funds to lease a facility for the next fiscal year; therefore, ITEAC is working to provide some type of interim solution. ITEAC will conduct a meeting to discuss existing state agency training facilities. The group is hoping to use some of these facilities (possibly a week a quarter) during the interim until they can lease a facility.

ACTION REQUIRED: None, informational.

8. Internet / MOREnet (Bill Mitchell)

Bill Mitchell stated that a MOREnet Technology Conference is scheduled October 20-22, 1996, at Tan-Tar-A. Agencies should be receiving information in the mail and they will post the information on the Internet. Bill reported that he has attended conferences on the future of the Internet. Issues on the national level will be driving some of their projects.

David Finch reported on the following issues:

A. The online reference services have a new version of access software for online periodicals. This service has 2,600 titles indexed and more than 1,000 are available in full text.

B. There is a new effort underway to provide Collier encyclopedia online.

C. MOREnet maintains a toll free reference desk service for agencies. Each agency has identified two coordinators. Contact Jim Proffer in the State Data Center to revise or change your agency coordinators.

D. TECHNIC training will now be open to state agencies. Beginning October 1, 1996, they will schedule and bill MOREnet training classes directly to agencies. Training schedules will be on the Internet.

E. David distributed and discussed the Network Services Report that included recent, current and future events.

F. David also distributed a chart showing last week's hourly Internet traffic utilization from the Columbia router to the Jefferson City network.

ACTION REQUIRED: None, informational.

9. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

Larry Seneker gave the following statewide purchasing update:

A. AS/400 Peripherals - The prebid conference was held last Friday, August 23, 1996. They are reviewing vendor questions.

B. Network Products (formerly Routers) - A meeting was held August 16, 1996, to discuss the feasibility of adding the entire product line to the routers. Attendees were concerned about where to incorporate ATM. A vendor concept conference is scheduled for September 9, 1996.

C. Statewide Consulting Contract - The prebid conference is scheduled for Tuesday, September 10, 1996, at 9:00 a.m. in Room 510 of the Truman Building.

D. FOCUS - Agencies should pay any outstanding invoices as soon as possible.

E. Texas Instruments (TI) will be making a half day presentation Thursday, September 19, 1996, at 1:00 p.m. in Room 492 of the Truman Building. At this presentation, TI will be updating managers and developers on how their products work together. TI introduced two new products in the past year, Arranger and WebCenter. They will be introducing Composer 4 and Performer in the fall. The OIT will send an E-mail to all Data Processing Managers regarding this information so they may forward it to interested staff members.

F. Memorex Superserver - The current contract (#C400576001) has been extended until December 31, 1996, for purchases; and until June 14, 1997, for maintenance.

ACTION REQUIRED: None, informational.

STRATEGIC PLANNING PROJECT

1. Information Technology Planning Board (Mike Benzen)

Mike Benzen stated data access is this group's largest issue. A policy group, which includes the Secretary of State Bekki Cook, members of the legislature and Revenue, is

working on a policy for public access to information. The group is still in the preliminary stages of developing policy recommendation, etc.

ACTION REQUIRED: None, informational.

2. Information Technology Advisory Board (Ron Pinkham)

The group deferred this item.

ACTION REQUIRED: None.

REPORT OF PLANNED / ACTIVE BIDS

None.

REVIEW OF ACTION ITEMS

1. Rick asked attendees that have not forwarded their systems inventory for the Year 2000 project to send responses to Ron Pinkham as soon as possible.

OPEN DISCUSSION

1. Mike Benzen stated that they are drafting the Annual Data Processing Report, which statute requires. As a part of the Year 2000 compliance effort, agencies compiled the PC inventory portion of this report. The OIT will forward a request to each agency for their portion of the Annual Report. The Annual Report needs to be tied back to the Information Technology Strategic Plan. Mike would like the Annual Report printed and complete by early January. Please complete the request as soon as possible and return it to the OIT.

2. Ron Pinkham asked about the status of the IEF Consulting Contract. Gerry Wethington reported that the contract should be awarded by August 30, 1996.

3. Mike Benzen stated that vendor demonstrations scheduled for Thursdays at 10:00 a.m. are working very well. The OIT has confirmed and placed all information regarding vendor demonstrations on the OIT Internet homepage, which is very informative. Participants can take care of all business at this web site. The OIT has already scheduled the first five (5) Thursdays. Mike urged attendees to share this information with their interested staff members.

4. Mike Benzen stated that the National Association of State Chief Information Officers has been looking at purchasing technology for their respective states. Most other states have great difficulty purchasing technology quickly and their state's purchasing departments were very difficult with which to work. Mike stated that Missouri does not have difficulty with these issues. Mike would like to recognize OA, Purchasing formally for their great work.

NEXT MEETING

1. The next Quarterly ITAB meeting is scheduled for **Monday, September 30, 1996**, at 8:30 a.m. in the Office of the Secretary of State, Interpretive Center. Lunch will be served.

The group had no additional business to discuss. The meeting adjourned at 10:30 a.m.

Rick Moore, Chairperson

